

DHS can provide an interpreter at no cost to you.

DHS le puede ofrecer los servicios de un intérprete sin costo alguno para usted.

TENNESSEE DEPARTMENT OF HUMAN SERVICES  
APPLICATION/REVIEW OF ELIGIBILITY FOR FAMILIES  
FIRST, FOOD STAMPS, MEDICAID/TENNCARE STANDARD

Old Case Number: \_\_\_\_\_  
New Case Number: \_\_\_\_\_  
Case Worker: \_\_\_\_\_  
Date Application Filed in Co. Office: \_\_\_\_\_

Your Name: \_\_\_\_\_ Home Phone: ( ) - \_\_\_\_\_ Work Phone: ( ) - \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

County of Residence: \_\_\_\_\_

I do not want to apply for \_\_\_\_\_ Families First.

**Read this carefully:** Check any program you do **not** want to apply for:

I do not want to apply for \_\_\_\_\_ Food Stamps.

I do not want to apply for \_\_\_\_\_ Medicaid/TennCare Standard.

You have the right to file an application the day you contact us. You can file this form with just your name, signature, and address, but you must finish it and be interviewed to get benefits. If you qualified for benefits on the day you filed, your aid will go back to that day.

To apply for Families First, Food Stamps and Medicaid/TennCare Standard, each applicant **must** give us his or her Social Security Number or apply for one, as required by the Social Security Act § 1137(d); 42 U.S.C. § 1320b-7. If you are applying for Emergency Medicaid, you do not have to give us information about your social security number, citizenship or immigration status.

If you are **not** applying for benefits (see page 2), you do not have to tell us your social security number and citizenship status. If you don't, others in your home can still apply. We use social security numbers to help us verify income and other information we need to make sure people who apply are eligible (as provided by the Privacy Act of 1974). We will **not** report people to the Immigration and Naturalization Service (INS) who do not apply for benefits.

If you want to tell us your **race** and/or **ethnic background**, please use as many of these letters as you need: **W**=White; **B**=Black or African American; **A**=Asian; **H**=Native Hawaiian or Pacific Islander; **I**=American Indian or Alaskan Native; **Y**=Hispanic. This is voluntary and is used to make sure everyone is treated fairly.

<b>List everyone in your home who wants benefits.</b> <b>Do not list anyone who does not want benefits. List them on page 2.</b> <b>Name</b> (Print Name as it Appears on Social Security Card) First Middle Last			Social Security Number	Birthdate mo/day/yr	Sex (optional)		Race use codes above (optional)	Ethnicity (optional) Hispanic/Latino Yes or No	U.S. Citizen (US), Legal Alien (LA) or Eligible Immigrant (EI)	
					M	F			US	LA / EI

I declare under penalty of perjury that the answers and information I have given on this form and will give in my interview are true, and that all persons applying for or receiving aid are U.S. citizens, legal aliens or eligible immigrants. I understand and agree to the rules and information given to me. If asked, I will give information that proves my statements or I give DHS permission to get proof. I understand I must report any changes about our living situation within 10 days.

Applicant(s): \_\_\_\_\_ Date: \_\_\_\_\_

Witness (if signed with an X): \_\_\_\_\_ Date: \_\_\_\_\_

Guardian or Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_



<b>List everyone in your home who is not applying for benefits.</b> The people you list below will not receive any benefits. You do not have to give us their Social Security number, but if you do we will not share it with the INS.			<b>Social Security Number</b> (optional)	<b>Birthdate</b>  mo/day/yr	<b>Sex</b> (optional)		<b>Race</b> use codes on page 1 (optional)	<b>Ethnicity</b> (optional) Hispanic/Latino
<b>NAME</b> First	<b>Middle</b>	<b>Last</b>			<b>M</b>	<b>F</b>		<b>Yes or No</b>

You must get proof of your identification, income and other information you have provided to us. Talk to your caseworker if you need help.

**We use social security numbers to check that you are who you say you are, to make sure you get the right amount of aid, to change the amount of aid you get, to check other computer and government records and to make sure you qualify. We check Social Security, IRS, and employment records. We may check Immigration and Naturalization records. If those records don't match what you say, it may affect whether you qualify and how much cash or food stamps you get.**

You can name one or two people to help with your Food Stamp case: I want \_\_\_\_\_ or \_\_\_\_\_ to apply for my food stamps; I want \_\_\_\_\_ or \_\_\_\_\_ to spend my Food Stamps.

These members of my household have been convicted of a felony for having, using or selling illegal drugs: \_\_\_\_\_.

#### **Nondiscrimination -- What if you think you have been treated unfairly? This section tells you what to do.**

In accordance with Federal law and U.S. Department of Agriculture (USDA) and U.S. Department of Health and Human Services policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. Under the Food Stamp Act and USDA policy, discrimination is prohibited also on the basis of religion or political beliefs.

To file a complaint of discrimination, contact USDA or HHS. Write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (202)720-5964 (voice and TDD). Write HHS, Director, Office for Civil Rights, Room 506-F, 200 Independence Avenue, S.W., Washington, D.C. 20201 or call (202)619-3257 (TDD). USDA and HHS are equal opportunity providers and employers.

Motor Voter Registration: <input type="checkbox"/> Form completed <input type="checkbox"/> Customer took form home <input type="checkbox"/> Declination signed	<input type="checkbox"/> Declined; refused to sign declination <input type="checkbox"/> Declination screen completed <input type="checkbox"/> N/A – Application filed by Authorized Representative or by a minor
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The next few pages have important information. Please read them carefully. The worker will tear them off and give them to you. Be sure to take them with you.



## Important - Keep This Paper!

### Interpreters

If you need help to understand English or if you have a disability and require special assistance, please let us know. We will get an interpreter to help you when you talk to us. This is a free service. We can still take your application today. You will not have to wait longer to apply just because you need an interpreter or need special assistance.

**INTÉRPRETES GRATUITOS** – Si no entiende bien el inglés y necesita ayuda, por favor avísenos. Le conseguiremos un intérprete que le ayudará a hablar con nosotros. Este servicio es gratuito. Conseguir un intérprete no retrasará el procesamiento de su caso.

### Social Security Numbers

- **Anyone who wants Families First, Food Stamp benefits or Medicaid/TennCare Standard** must tell us about their citizenship and immigration status. You must also give us your Social Security number. If you don't have a Social Security number, we can help you ask for one. We can still take your application today. You don't have to wait for your Social Security card to come.
- **What if someone in your home does NOT want Families First, Food Stamp benefits or Medicaid/TennCare Standard?** They DON'T have to tell us their Social Security number, citizenship or immigration status. Others in your household can still get help from DHS if they qualify. If you have a Social Security number and you are a U.S. citizen, legal alien or eligible immigrant, then you must apply for benefits if you are a mandatory family member. If you need help to know if you are a mandatory family member, ask your DHS caseworker. This is true if you give us this information when you apply or if we get it later. It is also true if the Social Security number or citizenship information is already in our records.

If you want to, you can give us the Social Security number of someone in your home who doesn't want help from DHS. It makes it easier for us to find out your family's income.

- **Are you applying only for emergency Medicaid?** If so, you don't have to tell us your social security number, citizenship or immigration status.
- **Who do we give Social Security numbers to?** If you are applying for help from DHS, we may give them to:
  - Police who are looking for lawbreakers;
  - Other federal or state agencies; or

- Collection agencies trying to collect money owed to the State.

If you are not applying for Families First, Food Stamp benefits or Medicaid/TennCare Standard, then we only use your Social Security number to find out your income.

### **Applying for Families First, Food Stamp benefits or Medicaid/TennCare Standard**

Applicants apply for Families First, Food Stamp benefits or Medicaid/TennCare Standard at a DHS office. An application must be completed. Applicants are told by mail whether they can get Families First, Food Stamp benefits or Medicaid/TennCare Standard.

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You must give us proof of your income, who you are, and other facts we need. If you need help getting proof, ask your DHS caseworker.

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### **How long we can take to decide about your application**

- Medicaid: We can take either 45 or 90 days to decide if you can get it. Your DHS caseworker will tell you which one applies to you. It may take longer to decide if you can get TennCare.
- Families First cash payments: We have 45 days to decide if you can get them.
- Food Stamp benefits: Usually, we have 30 days to decide and to give you Food Stamp benefits if you qualify. The 30 days start when you give us your application.

Getting Food Stamp benefits won't change how much cash you get from Families First. If your Families First cash payments stop for any reason, you may still get Food Stamps. There is a time limit on how long you can get Families First. Any time when you only get Food Stamp benefits does not count on that time limit.

You may be able to get Food Stamp benefits in 7 days. One of these things must be true:

- 1) Your household's total (gross) monthly income is less than \$150  
**and** you now have \$100 or less in cash, savings or other resources.  
**OR**
- 2) Your rent or house note plus utilities are higher than your gross monthly income plus savings.  
**OR**
- 3) You do seasonal farm work or migrant work.

Your DHS caseworker will tell you if you can get Food Stamp benefits in 7 days.\_\_\_\_\_

**Important:** Signing the application form means you understand the following things. It also means you know what happens if you break the rules.

**Food Stamp Rules:**

**You may be cut off the Food Stamp Program if you:**

- **lie or hide facts to get Food Stamp benefits; or**
- **use someone else's Benefit Security Card; or**
- **buy things with Food Stamp benefits like beer, cigarettes, or soap.**

**You may be cut off the Food Stamp Program for:**

- **1 year the first time;**
- **2 years the second time; and**
- **forever the third time.**

**You can be cut off the Food Stamp Program if you trade Food Stamp benefits for drugs.**

**You can be cut off for:**

- **2 years the first time; and**
- **forever the next time.**

**You will be cut off the Food Stamp Program forever if a court finds you guilty of:**

- **trading Food Stamp benefits for guns, ammunition, or explosives;**  
**OR**
- **selling Food Stamp benefits worth \$500 or more.**

**What happens if you lie about who you are or where you live in order to get Food Stamp benefits?**

- **You cannot get Food Stamp benefits for 10 years.**

**You cannot get Food Stamp benefits (but your children can) if you are:**

- **a fleeing felon; or**
- **a parole or probation violator; or**
- **found guilty after August 22, 1996 of a drug-related crime, unless you meet the exception. Talk to your caseworker to see if you qualify.-**

**What if you do not follow your Families First plan? We may cut your Families First cash payments. Your Food Stamp benefits may also go down.**

**You may have to pay back more money if you got too many Food Stamp benefits and:**

- **you do not report your work income; or**
- **you are found guilty of breaking Food Stamp Program rules on purpose. (We call this an Intentional Program Violation.)**

**We cannot subtract any of your work income when we decide what you owe.**

**People who break these rules can also:**

- **go to prison; and/or**
- **be charged under other federal laws; and**
- **may be fined up to \$10,000.**

If you start getting Families First, your Food Stamp benefits may go down. You may not get a letter about it.

You must sign up for work. If the employment office contacts you, you must go there.

You may get more Food Stamp benefits if you have these kinds of expenses:

- **medical;**
- **child or dependent care;**
- **child support; and**
- **housing or utilities.**

But, you must give us proof. If you don't tell us about them and give us proof, you won't get more Food Stamp benefits. If you need help getting the proof, ask your DHS caseworker.

**Medicaid/TennCare Standard Rules:**

- Don't let anyone else use your Medicaid/TennCare Standard card. You may have to pay the State back for the other person's medical bills.
- You must work with us to get the parent to pay medical bills or insurance for your children.
- You must sign over to the state any insurance and/or medical payments you get.
- If the Tennessee Bureau of Investigation or any other agency contacts you about Medicaid/TennCare Standard fraud or abuse, you must help them.
- Medicaid/TennCare Standard must share your medical information in order to run its program. They share it only as the law requires or permits. Here are some examples: They share it with your health plan. They share it with the places that give your family health care. They share it with other government agencies. They may even share it with private companies. They do this so that they can give you the services that you need. You must let them share your information in order to get on Medicaid/TennCare. Everyone who sees your

information must follow all state and federal laws about keeping your information private. By signing your application, you agree to the way we share your information.

- If you own or lease a home outside the State of Tennessee, you may not be eligible for benefits. You must talk to your caseworker and tell him or her if this applies to you.
- If you receive public assistance outside the State of Tennessee, other than unemployment benefits, you are not eligible for Medicaid/TennCare Standard. You must tell your caseworker if this applies to you.
- **It is against the law to lie or hide facts on this application or in your interview.** Telling lies or hiding facts about things like income, where you live, or other insurance you have could result in an investigation by the Tennessee Bureau of Investigation. You could be charged with perjury or a felony. You could go to jail and/or have to pay the State money back for the medical care you received.
- If the State pays medical bills or for nursing home care for you, **the State may get its money back. When you die, the State may take money from your estate.** \_
- **You are responsible** for providing Medicaid/TennCare Standard with **any** change of your address or income. Tell your caseworker if this happens.

### **Families First Rules:**

If you get Families First cash payments you don't qualify for, you must pay the State back. You can

- pay out of your Families First cash payments; or
- pay in cash if you don't get Families First.

If you lie or hide facts to get Families First cash payments, you can be taken to court. You may be charged with perjury or a felony. You can be sent to jail for 10 years.

If you break Families First rules on purpose, we call this an Intentional Program Violation. If you are found guilty, you could be cut off Families First for:

- 6 months the first time;
- 1 year the second time; and
- forever the third time.

It is illegal to get cash payments in two states at the same time. Anyone who does this may be cut off cash payments for 10 years.

The following people cannot get Families First cash payments for themselves:

- fleeing felons;
- parole or probation violators; or

- anyone convicted after August 22, 1996 of a drug-related felony, **unless** you meet the exception. Talk to your caseworker to see if you qualify.

But their children may still get Families First cash payments.

**To get Families First cash payments, you must sign and follow a Personal Responsibility Plan. This plan may say you must work or go to a work related activity.**

### **Important Information About Child Support and Families First**

**You may be able to get Families First cash payments and child support at the same time.** If you get Families First, you must help us prove who the child's father is. You must also work with us to collect support for the children on Families First. But, we won't try to collect support if you prove there is a good reason not to.

All child support must go first to DHS. If the parent gives you money, you must send it in to DHS. **You may be able to get some or all of the child support back.** We call these payments child support pass through payments.

The amount of your child support pass through payment depends on your "unmet need." We figure your unmet need based on :

- how much child support is paid;
- how many people the Families First cash payment is for; and
- how much other income you have.

You can ask your DHS caseworker how much your unmet need is.

We may check other government records to see how much child support you get. We may check with Child Support Enforcement or the Court.

### **Important Information About Applying to Vote**

**Do you want to apply to vote in the next election?** Federal and State law says that we have to ask you if you want to fill out a voter application form that we will give you while you are here. You can use this form to apply to the voting office to let you vote in the county you live in now. We must ask you this question anytime you apply or re-apply for benefits or when you are re-certified for benefits, or if you call to tell us you have moved.

We will help you to fill out all the forms so you can apply to vote. You can do so in private if you wish. You do not have to apply to vote to get benefits, and filling out the voter application form or not filling out the voter application form will not make your benefits go up or down. Your caseworker will give you the information required by law to explain how this process works.

If you have not been given the chance to apply to vote, or someone has tried to say you cannot apply to vote, or, if you need help and someone has not helped you to fill out the forms, talk to your caseworker, or ask to speak to a supervisor, and tell them what happened.



## **Your Right To A Fair Hearing**

What if you don't agree with what we decide on your application or case? You can appeal for a fair hearing. You may speak for yourself at the hearing. You may also bring a friend, relative, or lawyer to speak for you. After you hear from us, you have **90 days** to file an appeal. If you want to file an appeal, tell your DHS caseworker. Or, you can call the Family Assistance Helpline at 1-888-863-6178. This is a free call. In Davidson County call 313-5790 or 313-4888.